

PRINTING MAPS TO SCALE

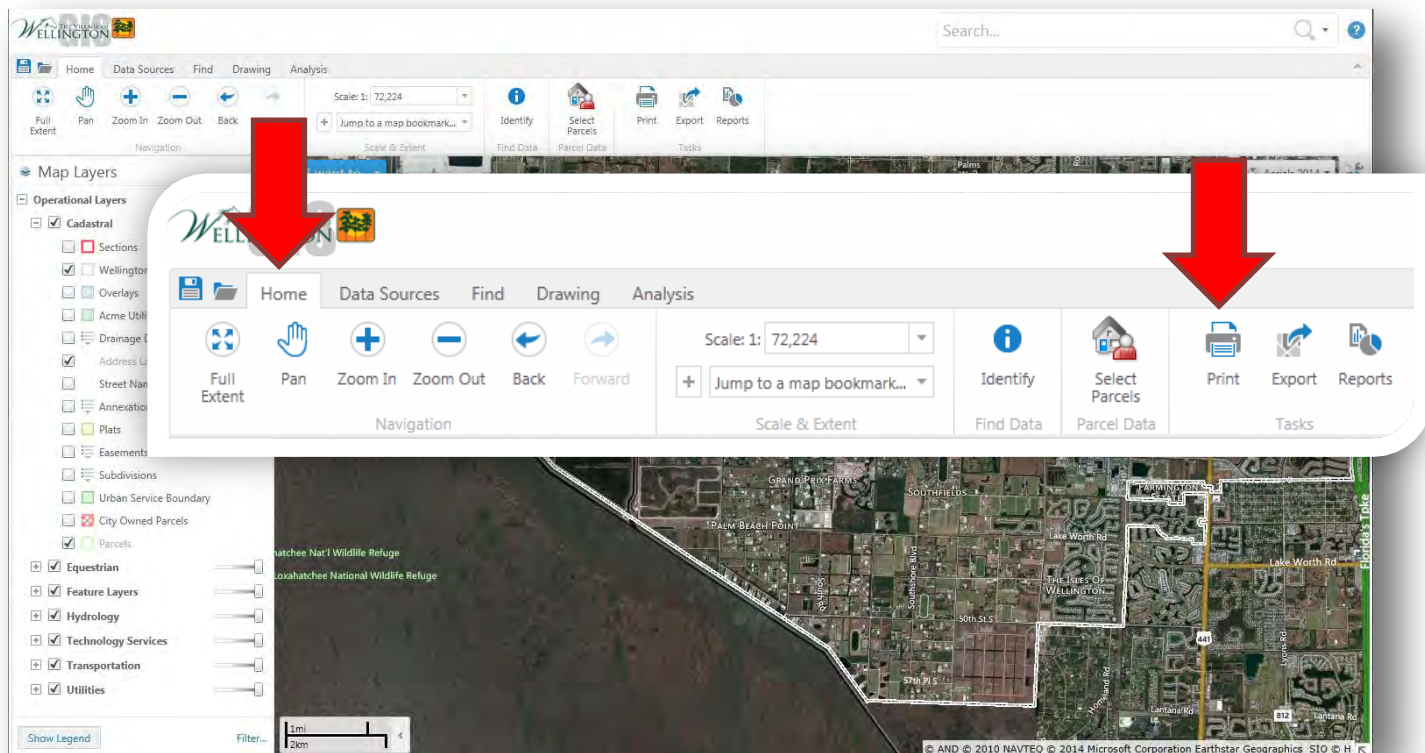
LET'S GET STARTED!

Step 1 – Visit Wellington Interactive GIS Map

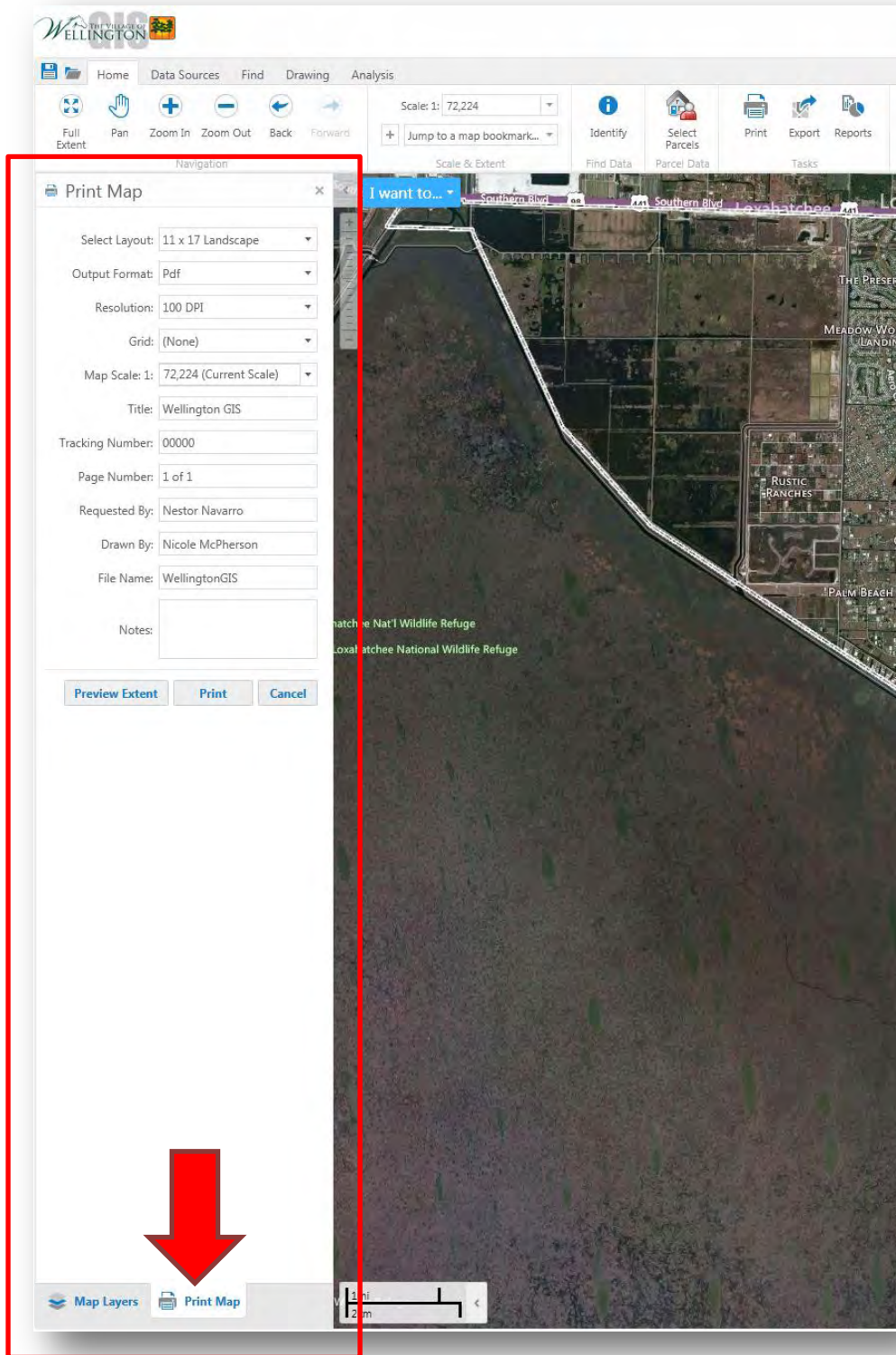
- ❖ Launch Interactive GIS Map

Step 2 – Set Print Scale

- ❖ From the **Home** tab click the **Print** icon



- ❖ Selecting the **Print** icon opens a **Print Map** tab on the left side of the screen



- ❖ Drop down a pre-set scale in the **Map Scale** drop down

- ❖ **Select the scale** that best fits your needs
- ❖ **Fill in the rest of the information** so your recipient knows where the map originated
- ❖ Click **Preview Extent** to see a preview of that scale; *you will see a clear rectangle of the zoom extent and the rest will be an opaque gray*
- ❖ If one of the pre-set scales does not work for you, choose **Custom Scale** and enter in your own scale **(It is mandatory the final scale can be measured using an Engineering Scale)**
- ❖ **Custom Scale** = If you want your scale in feet, multiply 12 x the scale you want and enter it in the map scale box. For example, if you want a scale of 1" = 2,000 ft, 12 x 2000 = 24000; enter 24000.
- ❖ To export to .pdf click the **Print** button; **Preparing File** will run; click **Open File** for .pdf; once .pdf is open you can **click save or print**

The image displays two side-by-side screenshots of the 'Print Map' dialog box, illustrating the process of selecting a scale.

Left Screenshot: The 'Map Scale: 1:' dropdown menu is circled in red, showing '72,224 (Current Scale)'. Other fields include 'Select Layout: 11 x 17 Landscape', 'Output Format: Pdf', 'Resolution: 100 DPI', 'Grid: (None)', 'Title: Wellington GIS', 'Tracking Number: 00000', 'Page Number: 1 of 1', 'Requested By: Nestor Navarro', 'Drawn By: Nicole McPherson', and 'File Name: WellingtonGIS'. Buttons at the bottom are 'Preview Extent', 'Print', and 'Cancel'.

Right Screenshot: The 'Map Scale: 1:' dropdown menu is open, showing '59,500 (Current Extent)'. The dropdown list includes 'Custom Scale', 'Current Scale', 'Current Extent' (highlighted in blue), and a series of scale options: '1" = 40 Feet', '1" = 50 Feet', '1" = 60 Feet', '1" = 100 Feet', '1" = 200 Feet', '1" = 300 Feet', '1" = 400 Feet', '1" = 600 Feet', '1" = 800 Feet', and '1" = 1,000 Feet'. The 'Preview Extent' button at the bottom is circled in red.

If you need assistance, please contact IT\GIS via support@wellingtonfl.gov